

Introduction






The “How to Reissue a New Password” Quick Reference Guide is designed to provide the minimum steps necessary in understanding how/when to request a new password if you are having password issues or have forgot your password.

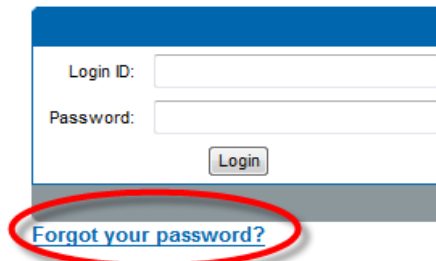
Steps

Step 1:

If you are having **password issues** with logging in properly or **forgot your password** please follow the steps below:

- a.) Click the **Forgot Password** link from the home screen.

-  [Register](#)
Register here to begin using Buy4Michigan TRAIN.
Vendors, please read this [disclaimer](#) prior to registering.
-  [Complete Registration](#)
Complete registration here to begin using Buy4Michigan TRAIN.
Vendors, please read this [disclaimer](#) prior to completing registration.
-  [Open Bids](#)
Browse open bid opportunities.
-  [Active Contracts](#)
Browse active Contracts/Blankets.
-  [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.



Step 2:

The **Change Password** page displays.

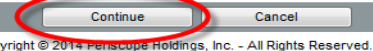
- a.) Enter your Login ID & Email Address
- b.) Click the **Continue** button when complete.
- c.) Answer the Login question.

Note: As a Non-State Agency or Vendor, you will use your full email address as your Login ID.



Change Password

For verification purposes, please enter your Login ID and Email Address.

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Step 3:

An email notification will be sent to you with a temporary password.

- a.) Reset your password by following the steps specified in the email.